

CANDIDATE INFORMATION BULLETIN

Professional Licensing Boards Division

Georgia State Board of Cosmetology

Cosmetology Masters Licensure Examination



Examination Development and Testing Unit

This bulletin has been prepared by the Examination Development and Testing Unit (EDTU) of the Professional Licensing Boards Division. Please review this bulletin carefully. It provides you with information about your licensing examination.

Introduction

The Georgia Board of Cosmetology was created by the Georgia Legislature to protect the public from incompetent professional practice. In order to achieve this goal, the Board established standards and requirements, and a licensure examination was developed. Passing the written and practical examinations is required to practice as a licensed cosmetologist.

BEFORE THE EXAMINATION

A. Location, date, and time

The scheduling notice you have received with this bulletin tells you how to find the examination site and at what time to report. We recommend that you locate the examination site before the examination. Candidates will only be admitted to the session for which they are scheduled, the session contained on their scheduling notice. Candidates will not be admitted after the examination has begun.

B. Examination Preparation

Like many professions, the field of cosmetology covers many subject areas. Some of the knowledge used in the profession is gained through education, and some is gained through experience and contact with other professionals. The practical examination was developed by the Georgia Cosmetology Board. The Board believes that performance on the practical examination follows standard cosmetology practice. The written portion of the examination was prepared by the National-Interstate Council of Boards of Cosmetology. Please see their website at www.nictesting.org for information regarding the references for the written examination.

Candidates should review the listing of examination content for the written examination and the practical examination and try to review materials, which cover those content areas.

Test taking tips

1. Read all instructions carefully and listen carefully to all oral instructions. Be sure you understand them. Ask questions about anything that is unclear.
2. Be sure to mark an answer for each question on the written examination, even the ones about which you may be unsure. There is no penalty for guessing. Your score is based on the percentage of questions on the examination that you answer correctly. Make sure that you have marked only one answer per question. Questions that have two answer spaces marked are scored as incorrect. Be sure you attempt each part of the practical examination. No credit is given for work that is not done.
3. On the written examination, for each question, select the *BEST* answer of the options listed. More than one choice may be partially correct, but for each question there should be only one best answer. If you think there may be more than one best answer for any question, say so on the comment sheet, but mark what you believe is the one best answer.
4. For your written examination be sure to mark your answers on the answer sheet provided. No credit will be given for any work done in your examination booklet or answers marked in your booklet.

5. Scratch paper will not be allowed at the examination. For the written examination, you may perform any computations or make any notes you wish in your examination booklet.
6. Do not make stray marks on your answer sheet. You may wish to make a note in your examination booklet next to any questions you wish to review before you turn in your examination.

C. Veterans preference points

Georgia law (General Provisions Volume 30, Title 43-1-9 (1)(2)(3)) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores.

To qualify, veterans must have served for a minimum of one year in active duty status, and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination."

To apply for veterans' preference points candidates must submit a copy of their DD-214 form and documentation of disability if applicable, to the Board office at the time of application.

D. Special accommodation for candidates with disabilities

The Georgia State Board of Cosmetologists wants to ensure that all qualified individuals with a disability have the opportunity to take the master cosmetology licensing examination.

Wheelchair access is available at all established test centers. Candidates are requested to advise the Board, in writing, at the time of application, that wheelchair access is necessary.

Qualified candidates with sensory, mental, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. Candidates should contact the Board office at the address below, to obtain the "Request for Disability Accommodation Guidelines." Application materials, including information requested in the "Guidelines," must be received by the Board by the application deadline, and are available from:

Board of Cosmetology
237 Coliseum Drive
Macon, GA 31217

AT THE EXAMINATION

A. What to bring to the examination

1. **Your admission letter** - contains the date, time, and location of examination.
2. **Identification** - Your identification must be current, have BOTH your photograph AND your signature. The preferred identification is a current driver's license. Candidates who do not have a driver's license may use a current state identification card, a signed, current passport and either a United States Citizenship and Immigration Service (USCIS) resident alien card or work permit. Candidates without proper identification will not be admitted to the exam.
3. **Pencils** - Two sharpened #2 pencils with erasers, mechanical pencils are not allowed.

4. A **work kit** for the facial, nail, and hair services:

Please Note

Your work kit case should be no larger than 15" by 18" by 21"

You must be able to securely fasten your kit, case, or bag closed.

Candidates are expected to dress in a professional manner. Wear a uniform or wear a lab jacket or smock over slacks or skirt.

For the HAIR SERVICES, you should have:

- a. hand sanitizer (sufficient amount for all services);
- b. shampoo protective cape and neck strips;
- c. combs (all-purpose, large-tooth, and tail-bring several of each);
- d. hair cutting shears and hair-cutting razor with blades and removable guard or razor with removable blade with guard;
- e. wet disinfectant jar and hospital grade disinfectant, your implements must be completely submerged in the liquid;
- f. spray bottle with disinfectant;
- g. hair brushes: at least one that is a round brush, half-moon brush, or paddle brush;
- h. hair blow dryer;
- i. a supply of long clips and butterfly clips;
- j. application bottle or brush and bowl for mock lightener;
- k. **a labeled spray bottle filled with water** (you will not be able to fill your spray bottle at the examination; **you must bring your own water with you**);
- l. towels (at least 6 professional salon-type towels,) clean and unstained;
- m. cholesterol (to be used as mock bleach);
- n. enough assorted size permanent wave rods and a sufficient supply of end papers to rod a perm for two sections;
- o. protective gloves;
- p. plastic bags (for wet mannequin, left-over cholesterol, and dirty implements, and such) and paper towels to remove the gel and cholesterol;
- q. spatula;
- r. Marcel curling iron, (**no spring-clamp irons allowed**);
- s. mannequin holder, with table clamp. (no tripod holders allowed);
- t. mannequin with dry hair that is at least 6-7 inches long and is brushed out.

For the NAIL SERVICES, you should have:

- a. cuticle nippers;
- b. nail files, emery boards, and buffers;
- c. forms for sculpturing nails;
- d. **ODORLESS ACRYLIC** system with pink and white powder, sculpturing nail brush, - **Due to your demonstrating with mannequin (hand or finger), primer is not required. THE ODORLESS ACRYLIC LIQUID, MUST BE IN ITS ORIGINAL, MANUFACTURERS CONTAINER. SEE IMPORTANT NOTICE BELOW.**
- e. **a hand or finger mannequin with an artificial nail tip glued to your mannequin** Prepare your hand or finger mannequin prior to coming to the examination by properly gluing (no tape)

one artificial nail tip to cover the entire nail bed of one finger with a 1/8" free edge. (see **Special Notices below**);

- f. a small plastic bag for trash;
- g. orange wood sticks (2);
- h. nail clippers;
- i. covered container with cotton;
- j. spatula;
- k. three dappen dishes;
- l. wet disinfectant jar and hospital grade disinfectant, your implements must be completely submerged in the liquid.

For the FACIAL SERVICES, you should have:

- a. Protective head cover or turban;
- b. At least, two salon-type towels;
- c. Cold cream and spatula;
- d. Tissues, cotton sponges, or disposable cotton pads (to remove cold cream).

IMPORTANT NOTICES

- (1) If you have guidelines drawn on your mannequin's scalp, this will be considered cheating and your examination will not be scored. If your mannequin does not have 6" to 7" of hair, you will not be permitted to perform the haircut section of the examination and may otherwise make poor scores.
- (2) **FINGER OR HAND MANNEQUIN: DO NOT APPLY ANY ACRYLIC PRODUCT OR POLISH TO THE ARTIFICIAL TIP.**

IF YOUR MANNEQUIN IS NOT PREPARED AS INSTRUCTED, YOU WILL NOT BE ALLOWED TO PERFORM PORTIONS OF THE NAIL DEMONSTRATION. The Georgia Board of Cosmetology recommends that you practice with the actual mannequin, nails, and materials you plan to use at the examination before you take the examination.

- (3) You will not be allowed to share equipment or supplies with other candidates.
- (4) If the examiners determine that you are using your razor in an unsafe manner, you will be instructed to put it away. If you cut yourself, you must report it immediately.
- (5) Your head mannequin will have cholesterol on it at the end of the examination. Seal your mannequin and your messy implements in plastic bags to take home for cleaning. You must take away from the examination everything you brought in.
- (6) You may expect to be in the examination from 7:30 a.m. until as late as 7:30 p.m. You will have a lunch break. Meal service is available nearby. You may pack a lunch.
- (7) Please try to bring plastic containers. Glass containers may break when dropped. However, acrylic liquid **must** be in a glass container, acrylic liquid melts plastic.
- (8) You will share a three foot by six foot table with another candidate. You will clamp your head mannequin to the table. Clamping the hand or finger mannequin is optional.
- (9) Metal implements should be completely submerged in appropriate disinfectant solution.

(10) You may wish to seal your water bottle inside a plastic bag. Candidates have had water bottles come open or break in the kits on the way to the examination. If your bottle is sealed in a plastic bag, the contents of your kit will stay dry if your bottle comes open or breaks on your way into the examination.

(11) There is absolutely no chewing gum during the examination.

B. Conduct during the examination

Failure to report for an examination

Candidates who do not report for their scheduled examination will forfeit their examination fee and must stop working as of that day unless they hold a valid apprentice license. Non-reporting candidates will **NOT** be given a priority in rescheduling, they will be scheduled in the next available examination. They will **NOT** be given an extension on their temporary license, which expires on the date of the examination to which they failed to report. The Board may excuse a candidate from the examination in an **EMERGENCY** such as a death in the candidate's immediate family or an order to appear in court. Requests to be excused must be submitted in writing within ten days following your scheduled examination and must include proof of emergency. The Board will decide, on a case-by-case basis, whether to extend the temporary work permit for excused candidates. However, even excused candidates will be required to pay the standard examination fee.

Smoking is NOT allowed at the examination site.

No food or drink may be brought into the examination room. Dress comfortably but professionally (no shorts, tank tops, hats, etc.). Individuals have different temperature preferences and it is not possible for us to please everyone. We recommend that candidates bring a sweater or jacket so that they can be comfortable in different conditions.

You are expected to conduct yourself in a professional manner during the examination. Failing to follow these rules may result in your dismissal from the examination.

1. You may not bring notes of any kind, books, calculators, or any reference material into the examination or use any equipment not specified in this bulletin.
2. You may not bring cell phones, cameras, tape recorders, beepers, timers, or electronic recording or transmitting devices into the examination. If you do bring one of these devices, you will have to leave it outside the exam room, unattended, and the state will not assume responsibility for it. **IF YOU ARE FOUND IN THE EXAM ROOM WITH ONE OF THESE, YOU WILL BE DISMISSED FROM THE TEST.**
3. You may not take notes or memoranda from the examination room.
4. You may not remove any examination materials from the examination room.
5. You are not to reproduce or reconstruct any portion of the licensing examination or aid others in doing so.
6. The examination administration staff cannot answer any questions about the content of any examination questions. You will be permitted to comment, in writing on approved forms, on any question you find troublesome. These comments will be evaluated. If you need a comment form and one has not been given to you, ask for one.
7. You may not leave the examination room except with the examination supervisor's expressed permission. Candidates who are permitted to leave and return will not be granted any extra time to complete their examination.

8. You may be dismissed from the examination room and may be denied a license for misbehavior including, but not necessarily limited to:
- talking to, signaling, or disrupting other candidates in any way;
 - attempting to copy answers from another candidate;
 - allowing your answers to be copied;
 - failing to follow the examination administration staff's instructions;
 - attempting to use unauthorized reference materials;

C. Visitors at the examination site

ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE EXAMINATION SITE

D. Description of the examination

The cosmetology master's examination has two parts, a written portion and a practical demonstration portion. The written examination was developed for the National-Interstate Council of State Boards of Cosmetology.

Written examination

The written examination has 110 multiple-choice questions. A copy of the NIC bulletin is available at the NIC website, see link below. Candidates are given one and a half hours to complete the examination. The examination is scored on 100 items by counting the number of questions answered correctly. There is no penalty for guessing. There are 10 field test items scattered randomly through the test that are not scored. Visit the NIC web site at <http://www.nictesting.org/> for further information about the written examination.

Practical examination

The practical examination consists of the preparation for and demonstration of knowledge, skills, and abilities identified as necessary to practice cosmetology as outlined below.

Professionalism and Set up

Candidates are expected to dress in a professional manner and to set up their services in a sanitary and orderly fashion. Wear a uniform or wear a lab jacket or smock over slacks or skirt. Jeans, shorts, and/or hats are not allowed. If your name, a school, product, or salon name shows on your uniform, cover it completely. Wear closed-toe shoes, leather (or similarly protective).

Candidates will be evaluated for performing the following areas:

- Clean, professional appearance
- Use of clean neck strip or towel and draping
- Use of clean equipment and supplies set up in an orderly, logical manner

Thermal Curling – Marcel Iron

Candidates are instructed to demonstrate proper curling iron procedures using a Marcel thermal curling iron. Candidates are required to demonstrate feeding and guiding the hair into the iron. Candidates are expected to follow all safety and infection control procedures.

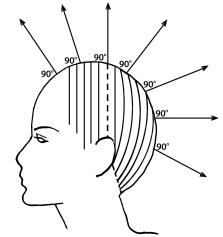
Candidates will be evaluated for performing the following tasks:

- Implements are clean and sanitary.
- Tests the iron for temperature.

- Parts subsections as deep as the barrel diameter.
- Parts subsections no longer than the barrel length.
- Distributes the hair evenly around the iron.
- Rolls the iron while clicking.
- Protects the scalp with the comb.
- Uses the iron safely at all times.
- Maintains work area in a safe and sanitary condition.

Hair Cutting (30 minutes)

Candidates are instructed to complete a basic layered haircut using shears and a razor. Candidates must remove at least 1 inch of hair throughout the head. After completing the haircut, the hair should be four to six inches in length to perform all services in the examination. Candidates should not dispose of the cut hair. Candidates are expected to follow all safety and infection control procedures.



Candidates will be evaluated for performing the following tasks:

- Implements are clean and sanitary.
- Uses a neck strip or towel.
- Applies drape securely.
- Subsections the hair into at least four sections with clean and even partings.
- Uses razor to cut the the nape. Has guard attached toward candidate and is palmed when not in use.
- Shears are used safely: palmed when not in use and not used to cut beyond the second knuckle.
- Follows established guides throughout the haircut.
- Nape line is even.
- Sides are uniform in length.
- Haircut is evenly blended.
- Cuts at least one inch of hair throughout the haircut.
- Mannequin and cape are free of hair clippings.
- Maintains work area in a safe and sanitary condition.

Blow Dry Styling

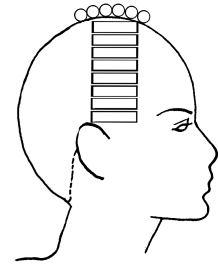
Candidates are instructed to demonstrate proper hair styling procedures using a blow dryer. Candidates are expected to follow all safety and infection control procedures associated with the use of a blow dryer.

Candidates will be evaluated for performing the following tasks:

- Implements are clean and sanitary.
- Client is properly protected.
- Holds brush and dryer correctly in relation to the scalp and hair being dried.
- Demonstrates the technique used to produce a style as directed.
- Maintains work area in a safe and sanitary work condition

Mock Permanent Waving

Candidates will be expected to perform proper draping. Candidates are instructed to wrap the top and one front side section of the head. Candidates will demonstrate a wrap to form a full curl. Candidates are expected to follow all safety and infection control procedures.

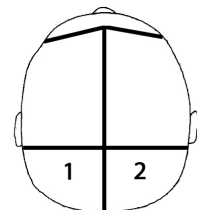


Candidates will be evaluated for performing the following tasks:

- Implements are clean and sanitary.
- Parts the hair into sections with clean and even partings.
- Subsections are as long as the rods.
- Subsections are as deep as the diameter of the rod.
- End papers extend beyond the hair ends.
- Hair is spread evenly across the end paper.
- Rods are wrapped with the correct tension.
- Bands are placed correctly.
- Rod/base placement is consistent.
- Hair is wrapped evenly around the rod.
- Hair is wrapped to form a full curl.
- Maintains the drape to protect the mannequin.
- Maintains work area in a safe and sanitary condition.

Mock Virgin Lightener

Candidates are instructed to part the mannequin's hair into sections, as indicated on a diagram. Candidates will apply a mock virgin lightener to sections 1 (left back) and 2 (right back). Candidates may use either a bottle or a brush application. Candidates are expected to follow all safety and infection control procedures.



Candidates will be evaluated for performing the following tasks:

- Implements are clean and sanitary.
- Protective gloves are worn.
- Parts the hair into equal sections.
- Subsections no larger than 1/8 inch.
- Demonstrates virgin application.
- Product covers the hair completely.
- Model's (mannequin's) skin remains free of product.
- Maintains drape to protect the model (mannequin).
- Maintains hands and work area in a safe and sanitary condition.

Facial Services

Candidates are instructed to set up their work area and drape their mannequin for facial services. Candidates will cleanse the mannequin's face. Candidates will demonstrate facial manipulations.

Candidates will remove cleansing product. Candidates are expected to follow all safety and infection control procedures.

Candidates will be evaluated for performing the following tasks:

- Sets up the work area in a sanitary manner
- Drapes the mannequin.
- Sanitizes own hands (candidate's).
- Distributes cleansing cream over the entire face safely.
- Massages with continuous movements.
- Removes the cleansing cream.
- Disposes of materials in a sanitary manner.
- Maintains work area in a safe and sanitary condition.

Nail Services

Candidates are instructed to perform a manicure and to prepare and apply a sculptured nail using an odorless product. Candidates will be observed for filing and preparation, application, filing and the final appearance of the finished nail. Battery operated nail dryers are not allowed. Candidates are expected to follow all safety and infection control procedures.

Candidates will be evaluated for performing the following tasks:

- Sets up the manicure table in a sanitary manner.
- Sanitizes hands (model/mannequin & candidate).
- Files the nails from corners to center.
- Uses the cuticle nipper from sides to center.
- Prepares the nail plate for the product application.
- Applies the nail form snugly and extends the nail with the product.
- Finished nail is smooth, even and balanced, and without irregularities.
- Maintains work area in a safe and sanitary condition.

Each content area of the examination counts for different amounts of the total score as follows:

Content Area	Percent
1. Preparation	03
2. Marcel Iron	11
3. Hair Cut	20
4. Blow Drying	11
5. Permanent Wave	21
6. Virgin Lightener	14
7. Facial Service	10
8. Nail Service	<u>10</u>
Total	100

AFTER THE EXAMINATION

A. Pass/Fail Status

By decision of the Georgia Board of Cosmetology, candidates are required to make a score of 70 or above to pass the written and practical portions of the examination. The final written grade of the exam is a scaled score. Candidates must take the written and practical portions the first time they sit for the examination. However, candidates who fail one part may retake that one part.

B. Score reporting

Candidates will be notified by letter of the results of their examination approximately 4-6 weeks following the examination. Examination scores are confidential and will not be released over the telephone so please do not call the Examination Development and Testing office or the Board office for this purpose.

As a courtesy, candidates who fail the practical examination will receive a breakdown of the scores, which shows the number of correct responses in each of the areas of the practical examination.

C. Statistical review of the examination

A statistical analysis of the examination and a review of candidates' comments are performed after the administration of each examination. This analysis assures the validity and reliability of the examination.

D. Reexamination Procedures

Candidates failing any of the above examinations must retake and pass the failed examination(s) in order to become licensed. If you are eligible to sit for a future exam, you will be required to pay another fee in order to be rescheduled. Reapplication is handled by the Board Office (see address and telephone number above). Please contact them for information regarding reapplication forms, fees and deadlines, or visit the Board site at http://www.sos.state.ga.us/plb/barber_cosmet/

Examination review/hand score

In order to minimize exposure of the question banks, examination reviews by candidates are not allowed.

If you did not pass any part of the Georgia State Examinations, you may request that your examination be hand scored. *Please note that if your score was within five points of passing, your answer sheet has already been hand scored by the examination technician.* If you would like your examination answer sheet hand scored, send your request in writing, within thirty (30) days of the postmark of your examination results notice, along with a check for \$20.00 per exam requested made payable to the Secretary of State to the address below.

Exam Development and Testing Unit
237 Coliseum Drive
Macon, Georgia 31217-3858
ATTN: MC hand score

Temporary Work Permits

When a candidate's first application is approved, the candidate will be issued a temporary work permit. The work permits of candidates who do not report for their examination on the scheduled date expire on the examination date and they will have no authority to continue

working unless they hold valid apprentice licenses. The work permits of candidates who fail either portion of the examination expire on the date of examination results notification. Candidates who fail the examination will not be issued additional temporary permits. They must stop working except that they may work unless they hold valid apprentice licenses.

Licenses

Each candidate who passes the examination will be mailed a license to practice. Until such time as a candidate's license arrives in the mail, the passing notification letter will serve as the passing candidate's authorization to practice as a licensed master cosmetologist. If you have questions about licenses, contact the Georgia State Board of Cosmetology, 237 Coliseum Drive, Macon, GA 31217-3858 or call them at (478) 207-1430.

Special Notices:

1. **There will be no place for friends or family members to wait at the examination sites.** No one other than candidates and test personnel will be permitted in the buildings where the exams are held. If another person drives you to the exam site, that person must leave and not return until the end of the examination. The ending time of the exam varies for each administration due to many circumstances. The examination may finish any time between 5:30 p.m. and 7:00 p.m. You should make arrangements ahead of time for being picked up.
2. Because we have so many people in one room for the examination, we **REQUIRE** candidates to use an **ODORLESS ACRYLIC PRODUCT** for the examination. **IF YOU DO NOT HAVE ODORLESS ACRYLIC PRODUCT YOU WILL NOT BE EXAMINED ON THAT PORTION OF THE EXAMINATION.** Please note that MMA is prohibited. We know that odorless acrylic products are available from the following supply stores:

Ace Nail and Beauty Supply in Atlanta
Columbia Beauty Supply in Roswell and in Bogart
Macon Beauty Supply in Macon
Sally Beauty Supply with locations throughout the state

The Professional Licensing Boards Division does not discriminate among candidates on the basis of age, sex, race, religion, or national origin.

The Examination Development and Testing Unit gratefully acknowledges the assistance of other state licensing programs in the development of this candidate information bulletin. Portions of this bulletin were based on candidate information bulletins of other states.

7/26/2005